

**WAYNE STATE UNIVERSITY**



**Doctoral Program Guide**

**Revised, August 2018**

## **GENERAL DESCRIPTION**

### **ADMISSION**

#### Regular Admission

To be considered for graduate admission, an applicant must hold or be completing an earned baccalaureate degree or its equivalent from a college or university of recognized standing and have adequate preparation with discernible ability to pursue graduate studies in the major field elected. These criteria are subject to standards set by the department, and individual colleges and schools, which reserve the right to revise or amend their entrance requirements beyond the minimal requirements of the university.

A completed *Online Application* (see <http://gradadmissions.wayne.edu/apply.php>) is required before any student can be considered for admission to graduate study. The applicant is also responsible for arranging to take any examinations that may be specified by the Office of Graduate Admissions, the college or school, or the individual department.

A doctoral applicant is required to have an undergraduate grade point average of 3.0 (B=3.0) or above for the upper division of the undergraduate course work and must have completed an undergraduate major or have substantial specialized work in his/her proposed doctoral major field. Certain departments require the completion of a master's degree with superior scholarship before considering acceptance of a student as a doctoral applicant. Applicants with less than a 3.0 grade point average in undergraduate course work may be eligible for admission to doctoral studies if they have substantially achieved a grade point average of 3.0 or better in substantial graduate course work in the proposed doctoral field.

#### Application Deadlines

Doctoral students are admitted in the fall semester. The application deadline for students who wish to be considered for financial support is January 15th. For students who do not wish to be considered for financial support, applications should be complete by April 1st.

#### International Students

Students from other countries must contact the Office of University Admissions or their prospective department for appropriate application materials and deadline date.

To be considered for graduate admission, applicants must have completed an appropriate university-level program comparable in subject matter and credits to a program for which a bachelor's degree is awarded at Wayne State University.

The fact that a degree in another country may have a similar name to a degree offered in the United States does not mean the two degrees require the similar lengths and content of study or that they should be accepted as equivalents. A graduate application must (1) present an excellent scholastic record; (2) have sufficient financial resources for minimum tuition, supplies and living expenses; and (3) have a sufficient proficiency in English ([http://gradadmissions.wayne.edu/intl\\_students.php#english](http://gradadmissions.wayne.edu/intl_students.php#english))

### **THE APPLICATION PROCESS:**

1. To initiate your application to the PhD program in Communication Sciences and Disorders **you must complete and submit the Wayne State Graduate Application for Admission** (<http://gradadmissions.wayne.edu/apply.php>).
  - a. N.B. The CSD PhD program only admits new students in the Fall semester.
2. Submit the following supplementary materials to the CSD Department simultaneously with your WSU online application:
  - a. **Personal Statement (maximum of 5 pages)** that describes your interests in the PhD program, research interests, and teaching interests.
  - b. **Your resume or curriculum vitae**
    - i. Please include research background, graduate courses, languages spoken or written other than English, employment, education, audiology or speech-language pathology work (clinic hours, types of placements, types of clients), volunteer experiences
  - c. **A writing sample** (e.g., research paper or publication)
  - d. **Three letters of reference** on the WSU.CSD PhD Reference Form. The letter must be hand signed and submitted by the referees directly to the department through the online submission system or mailed to the CSD department in hard copy form.
  - e. **GRE (Graduate Record Exam) scores** from within the past 5 years

Please send all supplementary materials to:

Communication Sciences and Disorders PhD Program  
207 Rackham Building, 60 Farnsworth  
Detroit, MI 48202

When the department receives your online application and the above supplementary materials, a department member will contact and inform you about the PhD committee's decision on your application. If you are selected for an interview, and you reside or work in the Detroit area, the interview should be in person. Interviews can also be conducted by Skype for applicants who reside outside of the Detroit area.

Documents that will be required for the online application include the following:

1. Application for Ph.D. Admission
2. College Transcripts
3. Application Fee of \$50 (subject to change). Applications will not be processed without fee.

4. Financial aid application

For international students, the following additional materials are also required:

5. TOEFL score (Only required for international students who are non-native English speakers) Official transcript of score. <http://www.ets.org>
6. Financial Statement as described by the WSU Office of International Student Services (OISS) <http://www.oiss.wayne.edu/index.php>
7. Student visa status must be documented as described by the WSU Office of International Student Services (OISS), <http://www.oiss.wayne.edu/index.php>.

### **Part-Time Study**

Our department accepts applications from students who plan to take the PhD part-time. However, we strongly encourage part-time students to plan for 1 to 3 semesters of full-time work in order to complete the dissertation.

NOTE: INS regulations require that foreign students be registered on a full-time basis with at least 12 credits per semester.

## **RECORDS and GRADING**

### **Graduate Grades**

The graduate grading system is intended to reflect higher standards of critical and creative scholarship than those applied at the undergraduate level. To receive a graduate grade in courses open to both undergraduate and graduate students, the graduate student is expected to do the work of superior quality and is required to do any additional work specified by the instructor. Graduate students are required to earn a 'B' (3.0) average to satisfy degree requirements.

### **B Average Requirement**

Grades of 'B-minus' and below are unsatisfactory for graduate level work and constitute valid cause for dropping a student from a graduate program. To be awarded a graduate degree, a student must have achieved at least a 'B' (3.0) grade point average. A limited number of grades of 'B-minus', 'C-plus', or 'C', though unsatisfactory, may be applied toward a graduate degree provided they are offset by a sufficient number of higher grades to maintain a grade point average of 3.0. Specific limitations on the number of grades below 'B' which may count toward a graduate degree and limitations on grades below 'B' in specific courses may be established by individual departments and advisers regarding these specific limitations. All graduate teaching assistants and graduate research assistants must maintain a minimum grade-point average of 3.0 in order to continue their assistantship appointments. Every effort is made to assist students whose work suffers as a result of conditions beyond their control, or interruption of study for military service.

Grades:

A	<i>Excellent</i> .....	4.0
A-minus	.....	3.67
B-plus	.....	3.33
B	<i>Good</i> .....	3.0
B-minus	<i>Below Graduate Standards</i> .....	2.67
C-plus	.....	2.33
C	.....	2.0
F	<i>Failure</i> .....	0

**RETAKEING OF COURSES (No more than 2 courses may be retaken, after a grade of B- or lower; must have consent of advisor)**

**Transfer of Credits**

A student wishing to transfer graduate credit toward the Ph.D. degree must file a petition with the Graduate School, approved by his/her adviser and Departmental Graduate Committee Chairperson, requesting such transfer. The petition must be supported by an official transcript showing a minimum grade of 'B' for the courses to be transferred; 'B-' credit is not acceptable for transfer. Transfer credits must be appropriate to the student's degree program. Doctoral dissertation credits will not be transferred. Courses accepted for transfer credit from outside or within Wayne State University cannot have provided credit toward a prior degree except when the master's or another pre-doctoral certificate or degree is applied to the doctoral degree. Admission to Wayne State University based upon a previously earned master's degree *does not* guarantee that those credits are applicable to a graduate degree at Wayne State University.

**Ph.D. Residency Requirement**

Per the Graduate School, a student must meet the following residency requirements:

- At least 30 credits of graduate coursework, exclusive of dissertation credits, must be elected at WSU.
- The Ph.D. requirement of one year of residence is met by the completion of at least six graduate credits in coursework, exclusive of dissertation or other research, in each of two successive semesters. The Spring-Summer semester may be excluded from the definition of successive semesters.
- Additional residence requirements may be imposed by the PhD-granting departments.
- In the experimental sciences for which it can be demonstrated that a student's research must be completed on campus, the residence requirement for the Ph.D. degree may be met by the dissertation director's written certification that the student has been in full-

time residence for at least two successive semesters and one summer session. A count of course credits is not required for the fulfillment of the residence requirement, but specific dates of residence must be furnished.

### **Semesters without Registration**

Both full-time and part-time students are expected to show steady progress towards completion of the degree. Students who require time off from the program must provide their advisor with a written *Return to Study Plan* and obtain their advisor's approval for that Plan. Students who have not been actively involved in PhD-related coursework or research for two consecutive semesters, or who do not return at the time specified in their Plan may be required to withdraw from the program. A Return to Study form is provided in Appendix II.

Students are expected to complete their PhD within 7 years. Any student whose program is expected to extend beyond 7 years will need to complete a time-extension form. This form must be approved by the student's advisor, dissertation committee, Departmental Graduate Officer, and the Graduate School. The "time clock" for a student's degree completion begins the month of initial enrollment in the program, and does not stop for any leave or delay in the program. Therefore, it is important to plan ahead and make sure that all degree requirements are completed in a timely manner.

### **Academic Scholarship**

A graduate degree is evidence of scholarly attainment; of ability to achieve excellence; of critical and creative ability with capacity to apply and to interpret, of the dissertation and the several examinations; of ethics in use of the work of others and in interpersonal relationships.

### **Academic Honesty**

1. The submission of fraudulent academic records for graduate admission or transfer of credit by a student shall be cause for the student's dismissal from the Graduate School.
2. Academic work submitted by a graduate student for graduate credits is assumed to be of his/her own creation, and, if found not to be, will constitute cause for the student's dismissal from the university

### **Academic Nepotism**

Faculty members are not to place themselves in a situation amounting to 'academic nepotism' i.e., teaching or otherwise directing the credit study or research of a student who is also a close relative. Concomitantly, students are not to take courses from close relatives or engage in research for academic credit under the direction of close relatives. All such credit will be disallowed.

### **Equality of Opportunity Policy**

Wayne State University is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities. For further information view the web site at <http://www.deo.wayne.edu/pdfs/policy.php>

### **DEGREE REQUIREMENTS**

Requirements for the degree of Doctor of Philosophy emphasize an overall understanding of high competence in a field of knowledge, familiarity with cognate disciplines, facility in the use of research techniques, and responsibility for the advancement of knowledge. The meeting of the requirements for the doctorate is tested primarily by examinations and the presentation of the dissertation rather than by a summation of courses, grades and credits.

It is important that students meet with their advisors in their first semester of study, discuss relevant coursework necessary to meet their scholarship and teaching interests, and develop a preliminary plan for meeting their degree milestones.

### **Departmental Course Requirements**

**Departmental requirements include and exceed the University Requirements given below.** A Masters of Arts or Masters of Science degree in Speech-Language Pathology or a related field is required unless the Graduate Officer approves an alternate plan.

#### Department Coursework

PhD students in the CSD department are required to take 9 core curriculum credits. These include the following:

- SLP 8390: Introduction to the PhD and Research (Fall term course) (3 credits)
- LDT 8500: Strategies for Teaching in Higher Education (Winter term course) (3 credits)
- SLP 8390: Doctoral Seminar (open topic area; any term) (3 credits)

#### Research Methods Coursework:

Basic Graduate Statistics	3 credits
Advanced Statistics	6 credits
Statistical/mathematical analysis course approved by committee	3 credits
<b>TOTAL:</b>	<b>12 credits</b>

Additional research methodology coursework may be completed, consistent with student need and interest.

Note that all of the following courses are approved as credit for research methods coursework (though students may take other research methods courses as approved by their Plan of Work Committee):

EER 7630 Fundamentals of Statistics. Cr. 3  
EER 7640 Fundamentals of Qualitative Research. Cr. 3  
EER 7660 Advanced Statistics Laboratory. Cr. 1  
EER 7900 Fundamentals of Qualitative Research. Cr. 3  
EER 8800 Variance and Covariance Analysis. Cr. 3  
EER 8820 Multivariate Analyses. Cr. 3  
EER 8992 Research and Experimental Design, Cr.3  
PSY 7150 Quantitative Methods in Psychology I. Cr. 4  
PSY 7160 Quantitative Methods in Psychology II. Cr. 4  
PSY 8150 Multivariate Analysis in Psychology. Cr. 3

### Other Course Requirements:

In general, the student's advisory committee has the final word regarding the number and nature of courses to be taken. Students must complete a combination of coursework, laboratory experiences, directed studies, and seminars leading to a minimum of:

- 1) eighteen hours in the major (12 of which must be regular coursework, i.e. not including directed studies. Courses counted as credit in the major cannot also be counted for research methods credit)
- 2) nine hours in a minor, related area
- 3) thirty hours of dissertation credit
- 4) a minimum of eleven and maximum of forty-three additional credit hours, depending on prior graduate work and individual student need and interest.

Previous graduate coursework completed in research, directed studies, or areas that complement the doctoral level coursework can be credited to any of the above categories at the discretion of the advisory committee. Transfer credits must meet university requirements.

The department offers a number of Ph.D. seminars that address research issues specific to a topic. Three seminars are required of all students (mentioned above under Department Coursework), while other seminars may be taken based on specific interests and plan of work. However, students are encouraged to participate in as many Ph.D. seminars as feasible during their academic program.

### University Requirements

To ensure adequate preparation, the Graduate Council has adopted minimum coursework requirements for the University's highest degree. Many programs, including ours, will exceed these statutory minima.

The University minimum of 90 graduate credits beyond the baccalaureate degree is required for completion of the Ph.D. program. Under university regulations, a Ph.D. program requires a minimum of:

- (1) twelve credits of coursework in the major (not including directed study or research credit);
- (2) at least one minor composed of six or more credits elected outside the major department;
- (3) thirty-two additional credits of coursework, pre-dissertation research and directed study; and
- (4) thirty credits of dissertation direction.

The Ph.D. program should provide for effective concentration in a major field with supporting courses in related fields. The decision concerning whether the student's *Plan of Work* will include one minor or two is made by the department.

The total Ph.D. program must include thirty credits, excluding dissertation direction, in courses open only to graduate students (i.e., 7000 level or above).

**Minimum course requirements for the PhD may be summarized as follows:**

<b>University Requirements</b>	<b>Departmental Requirements</b>
12 credits in the major	18 credits in the major
6 credits in the minor	9 credits in the minor
32 additional credits	12 credits in research methods
30 dissertation credits	11 additional credits, consistent with student need
	30 dissertation credits

The university requires 12 credits in the major, however directed study credits do not count toward the major. Students who do not have enough credits in the major will need to take additional doctoral seminar credits in our department. In these cases, the PhD advisor should plan additional seminars in consultation with the department chair.

Students should also note that paid work hours cannot be counted as credit hours toward a degree.

**Changes to Course Requirements during Student Tenure in the Department**

The Department may, from time to time, add or otherwise change course requirements for PhD students. Students already registered in the program are not automatically required to add such courses to their program of study. However, any student who has not yet filed a Plan of Work may be required to add such courses to their Plan of Work by their advisor and/or advisory committee.

### **Change of Advisor**

A student has the right to change their advisor and/or their committee members at any time during their academic program. Students should be aware, however, that changing advisors will likely lengthen their program and may lead to significant changes in course work, qualifying exam requirements, prospectus requirements and/or dissertation plans. Students should also be aware that faculty are not required to take a PhD student even if that student appears to be a good fit for their research program.

**Procedure:** The student should initiate the advisor change using the “Change of Advisor” Form (see Appendix II).

### **Procedural Calendar for Meeting Degree Requirements**

The **Plan of Work** should be initiated by the student with direction from the advisor before completion of 15 graduate credits in the doctoral program,. The Plan of Work is a contract between the student and the university that specifies what is necessary to complete the degree.

**Procedure:** Student and advisor initiate the plan of work and complete the paperwork required (<http://phd.wayne.edu/forms.htm>). The student’s initial advisory committee (i.e., their Qualifying Examination Committee) should consist minimally of 3 members: 1 advisor and 2 other committee members who may be from outside the department. The advisor and at least 1 other member of the advisory committee must have graduate faculty status. The student should present the rationale and explanation of the proposed plan of work at a meeting of this committee. All committee members must approve the plan of work. Signatures are required by the student and advisor prior to final approval of the plan by the Graduate Officer. This procedure should be completed as early as is feasible in the graduate program.

### **Qualifying Examinations**

Three tasks are required to complete this requirement. These include: **Exam 1 - Small Research Project and Paper**; **Exam 2 - Teaching Materials** for an introductory or intermediate college level course; and **Exam 3 - Take Home Essays** (See *Appendix I* for a description of qualifying examinations)

**Procedure:** The plan for completion of the qualifying examinations should be included in the proposed plan of work. The plan of work should specify the proposed timing of the three requirements. The qualifying examinations may be scheduled in any sequence and can be initiated at any time during the course of the program proposed in the plan of work. The qualifying examinations must be successfully completed prior to the initiation of the dissertation.

Only the student's advisory committee can give final approval for the scope and content of qualifying exams. Thus, although students may do coursework that helps

them to prepare qualifying exam materials, a passing grade in a course never constitutes approval of a project as a qualifying exam. An advisory committee may require changes to both the scope and content of any project completed as part of the student's coursework that is submitted as a qualifying exam. Once all parts of the qualifying exam are passed, the student must immediately submit the recommendation for candidacy form to the Graduate School. This form must include signatures of all dissertation committee members.

### **Dissertation Outline and Prospectus**

The dissertation outline and prospectus are initiated by the student with signatures of the advisor, dissertation committee, and Graduate Officer.

**Procedure:** Students must complete the qualifying examinations prior to initiation of dissertation work. The dissertation committee shall consist of at least four members. If there are co-chairs, the committee must consist of five members. At least two committee members must be from the student's home department. The committee chair must hold Graduate Faculty status in the department and at least one other member of the committee must hold graduate faculty status. All dissertation committee members must sign the *Disclosure Form for Conflicts of Interest or Commitment* ([http://gradschool.wayne.edu/phd-info/conflict\\_of\\_interest\\_form.pdf](http://gradschool.wayne.edu/phd-info/conflict_of_interest_form.pdf)).

The student should meet with the committee members individually prior to a prospectus meeting. The prospectus meeting shall be held for the purpose of hearing the student's plan for the completion of the dissertation. A written prospectus should be made available to all committee members at least 14 days prior to the scheduled meeting. At the conclusion of the prospectus meeting, the faculty present will meet privately, and then determine if the student can progress to the actual research stage or if substantive changes are needed. Timelines and recommendations for any expected changes in the prospectus will be documented in writing. If another meeting is needed, prior to approval, that shall also be documented. Students may begin dissertation research once the prospectus is signed and approved by the committee and the Graduate Officer, and approval has been granted from the Institutional Review Board (IRB).

In the event that the members of the prospectus committee do not meet the requirements for graduate faculty status, the student and advisor should invite enough CSD faculty with graduate faculty status to the prospectus meeting to meet the requirements for oral examination for the Graduate School. The oral examination requirements for the Graduate School are that two members of the committee be from CSD AND have graduate faculty status. **In the CSD Department, the prospectus meeting is considered the oral examination.**

**Final Defense**

Final dissertation should be provided to the committee no less than two weeks prior to the scheduled public defense. In order to meet the requirements for graduation, students must defend their dissertations according to dates specified by the Graduate School. These dates are listed on the Graduate School’s website.

**Departmental Timeline for Progress**

Below is a table and description highlighting the expected timeline for completion of major milestones in your academic program. You and your mentor will use this timeline as a guide for your annual evaluations (completed yearly in May/June). Students who do not meet these suggested timelines need to address the reason(s) and present a plan for remediation in their annual evaluation. The Ph.D. Coordinator can initiate a Ph.D. Committee review of your progress. If you are more than 6 months delayed, you must petition the CSD Department (via the Ph.D. Coordinator and the Ph.D. Committee) for an extension. Please submit the *Departmental Extension Form* (Appendix II) for this. Numerous and extended delays documented over time and as judged by the Ph.D. Committee may result in expulsion from the program.

Doctoral Milestone	Timeline	
	Part-time Student/Candidates	Full-Time Students/Candidates
Plan of Work	Filed before 15 credit hours	
Small Project	2 years	1 year
Teaching Portfolio	3 years	2 years
Qualifying Examination	3 years	2 years
Prospectus	12 months post Qualifying Examinations	
Dissertation	3 years post Prospectus	2 years post Prospectus

The PhD student's clock starts from the month of the start of the program and does not stop if the student takes a leave of absence or experiences any other delay in the program.

**Guidelines for Choosing Committee Members**

Choosing committee members for your Qualifying Exam Committee and your Dissertation Committee is a joint decision between the student and mentor. Students should not approach potential committee members before discussing that choice with their mentor. It is the mentor’s responsibility to ensure that committees consist of the correct balance of faculty members with the right expertise and departmental / non-departmental status. In instances where a discrepancy may exist between the committee suggestions of a doctoral student and those of their mentor, the mentor holds rights to the final approval and selection choice. Please use the *Committee Checklist Form* in Appendix II to assist with you in selecting your committee members.

Appendix I:

# Qualifying Exams for the PhD Program

## Goals of the Comprehensive Exams

1. Demonstrate breadth of academic and clinical knowledge, mastery of knowledge in the chosen research area, and ability to synthesize knowledge from a range of subject areas.
2. Demonstrate the ability to effectively communicate knowledge in written and oral formats.
3. Demonstrate preparedness and competence in areas of future professional responsibility including:
  - Planning and conducting research
  - Communicating research results to colleagues
  - Teaching

## Grading

Each exam will be graded as High Pass, Pass or Fail. If a student fails an exam, the committee will outline the areas of weakness and the student will have one opportunity to re-take the exam. What constitutes a re-take is outlined below for each exam. Failure of a re-taken exam will require a meeting between the student and the advisory committee regarding either dismissal from the program or other possibilities for remediation.

## Topic Areas

The topic for each exam must be chosen in conjunction with the student's advisory committee. The separate exams must cover at least 3 separate content areas.

## Format of the Exams

PLEASE NOTE: No handwritten answer materials will be accepted for any of the exams. All materials must be typed. Lecture presentation materials for Exam 1 may be any appropriate font and size. Font size for the text of other submitted materials should be 10 or 12 point.

### **Exam 1: Small Research Project and Paper**

This portion of the exam is intended to test the student's in-depth knowledge of a subject area, and his or her ability to plan and conduct a small research project and communicate the results to a professional audience. The student must demonstrate both the initiative and the ability to see a research project through from design to write-up, with some guidance. The topic of the research paper should be sufficiently narrow that data collection can be completed in about one semester.

In circumstances where students have completed prior, semi-independent research, e.g. a Master's thesis, a capstone research project for the AuD degree, where the project was presented at a departmental (yearly student research day), state, national, or international meeting, laboratory work, or another comparable research project, they may petition their committee to request that this research be accepted as the basis for the third exam. For new research, the student and the advisory committee must address any important methodological questions before the student begins work on the project. For both prior and new research, the student will be required to present the results in one of 3 ways:

- 1) As a submission for a talk or poster at an appropriate national conference.
- 2) As a written paper for the advisory committee (suggested limit of 10 single-spaced pages).
- 3) As an oral presentation for the department as a whole. The student should expect that questions for the oral portion of the exam will range outside the topic of the paper to test the student's breadth and depth of knowledge and preparedness for undertaking dissertation research. The oral presentation should be approximately 30 minutes in length, and approximately 30 minutes should be allowed for questions.

Criteria for the exam grade will include but not necessarily be limited to clarity and overall quality of each presentation, understanding of the topic area, knowledge of research in the area and ability to synthesize knowledge from a variety of areas.

Presentation of the research results at an appropriate conference constitutes an automatic pass of Part 1. A re-take of the written paper will involve revision of the paper as required by the committee. The student will have 1 month to present the revised version. If a student fails the oral portion of the exam, the committee will outline the student's areas of weakness and develop a program for addressing those weaknesses. The most appropriate method of re-testing will be decided on by the committee in conjunction with the student. The student must complete the remedial program and re-take the exam within 3 months of receiving the initial failing grade.

### **Exam 2: Teaching Materials for an Introductory or Intermediate Level Course**

This portion of the exam is intended to test the student's breadth of knowledge and preparedness for teaching. The student will develop and present a packet containing the following materials for an introductory or intermediate level course:

- 1) Complete course outline
- 2) Lecture notes and presentation materials for the first 10 85-minute classes
- 3) Student reading materials for the first 10 lectures
- 4) Materials for evaluating student learning during the first 10 lectures
- 5) A personal statement explaining the teaching goals, objectives and strategies for the course, and the student's philosophy for instructional design and delivery (this section should be a maximum of 5 pages double-spaced)

Criteria for the exam grade will include, but not necessarily be limited to suitability of the course content and course materials for the intended audience, coherence of the materials, appropriateness of the proposed teaching methods, and overall quality of presentation.

A re-take of this exam will require that the student revise the materials as outlined by the committee. Revised materials must be resubmitted within 3 months of receiving the initial failing grade.

All students must demonstrate satisfactory classroom teaching as part of an undergraduate or graduate course, as part of completion of the exam.

To obtain teaching experience, students must work with their advisor to find an appropriate course for their lectures and decide on an appropriate teaching load. As a minimum, each student must present 9 hours of lecture and prepare the necessary student assessments.

### **Exam 3: Take-Home Essays**

This portion of the exam is intended to test the student's breadth of knowledge and ability to communicate in written format. Topics must be chosen with this goal in mind. The student should meet with his or her advisory committee to select 3 topic areas for the essay exams and agree on a starting date. Each committee member will then specify 1 question for their selected topic area. The student will be given the three questions on the agreed upon starting date and will have 10 full consecutive days, including weekends, on which to respond to the 3 questions. Responses should be turned in as 3 separate papers and may not exceed 10 double-spaced pages (1 inch margins, size 12 font) for any one question.

Question topics should relate to a topic that the student and committee member agreed upon; however, there is no expectation that the student will have the question ahead of time. It is suggested that the student and committee use directed study, guided reading and other means to prepare for the assigned questions.

Each individual committee member will grade their own question according to the passing/failing categories highlighted above. Criteria for the exam grade will include, but not necessarily be limited to accuracy of content, coverage of important points, ability to analyze and synthesize results of existing research, clarity of organization, and clarity and grammaticality of writing.

A re-take of this exam will be required if the student earns a *failing* grade on the take-home exam. The re-examination will require that the student respond to a new question in the same general topic area for which he/she received a failing grade. If the student failed only 1 of the 3 questions, the student will only need to re-write the topic area for which the failing grade was earned. The re-examination must be rescheduled no earlier than 4 months after the date of the first examination date and no later than 6 months after the date the first examination date. The same examination committee must preside over both

examinations and the appropriate committee (i.e., committee member who wrote the original question) will grade the rewrite. If a second failing grade is assigned, the committee will meet as a whole to determine the outcome of the qualifying examination. The second written examination will be considered final.

## **Appendix II: Selected Forms and Procedures**

**Return to Study Plan**  
**Communication Sciences and Disorders**  
**PhD Program**

Student Name \_\_\_\_\_

Advisor Name \_\_\_\_\_

Starting Semester and Duration \_\_\_\_\_  
of Planned Absence (e.g. Winter 2007, 1 semester)

Semester of Planned Return to \_\_\_\_\_  
Study (e.g. Spring/Summer 2007)

Provide a brief explanation of the reason for your planned absence from the PhD program:

**I understand that approval for a leave of absence does not extend my time limit for completion of the PhD.**

\_\_\_\_\_  
Student's signature Date

-----

\_\_\_ Approved \_\_\_ Denied Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Advisor's signature Date

Forms related to the student's Plan of Work can be found at the following URLs:

<http://gradschool.wayne.edu/phd-info/requirements.php#plan-work>

<http://gradschool.wayne.edu/pdf/planofwork.pdf>

<http://gradschool.wayne.edu/pdf/transfer-of-credit.pdf>

**WAYNE STATE UNIVERSITY  
DEPARTMENT OF COMMUNICATION SCIENCES & DISORDERS  
CHANGE OF ADVISOR FORM\***

**To:** Ph.D. Coordinator and CSD Graduate Officer

**From:** \_\_\_\_\_  
(Student Name)

**Subject:** Change of Advisor

**Date:** \_\_\_\_\_

**Regarding:** I would like to change my advisor and have this change recorded in my file.

My advisor was \_\_\_\_\_ and I have asked  
\_\_\_\_\_ to serve as my new advisor.

**The signatures below indicate that my new advisor has agreed to this change and that my former advisor and the graduate officer have been made aware of this change.**

\_\_\_\_\_  
New Major Advisor Date

\_\_\_\_\_  
Former Major Advisor Date

\_\_\_\_\_  
CSD Graduate Officer Date

**My signature indicates that I am aware that changing advisors at any time during my course of study may lengthen my program of study.**

\_\_\_\_\_  
Student Date

\*This form is for internal CSD use only and should be used for advisor changes prior to the prospectus meeting. Advisor and committee changes following the Prospectus meeting should be filed with the Graduate School under the *Change in Committee Form*.

**WAYNE STATE UNIVERSITY  
DEPARTMENT OF COMMUNICATION SCIENCES & DISORDERS  
Departmental Extension Form\***

**To:** Ph.D. Coordinator and CSD Graduate Officer

**From:** \_\_\_\_\_  
(Student Name)

**Subject:** Departmental Extension for Doctoral Study

**Date:** \_\_\_\_\_

**Regarding:** Notification to the Ph.D. Committee of a delay in my doctoral work, explanation of the delay, request for an extension and outline a plan for making progress in my future study.

Explanation of the delay: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Plan for Progress (including timeline for milestones): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**The signatures below indicate that my advisor has agreed to this plan and that the Ph.D. Coordinator (representing the Ph.D. Committee) and the Graduate officer have been made aware of this plan.**

\_\_\_\_\_  
Student/Candidate Date

\_\_\_\_\_  
Major Advisor Date

\_\_\_\_\_  
PH.D. Coordinator Date

\_\_\_\_\_  
CSD Graduate Officer Date

\*This form is for internal CSD use only.

### Committee Checklist Form

#### Qualifying Exam Committee

Description: The Qualifying Exam Committee should consist minimally of 3 members: 2 members (including the advisor) must be from the major department; the third member may or may not be from the major department. The advisor and at least 1 other member of the advisory committee must have graduate faculty status.

	Member	Member	Member
Name			
Advisor			
Internal member			
Internal or External member			
Graduate Faculty Status (Advisor, plus 1)			

#### Dissertation Committee

Description: The dissertation committee shall consist of at least four members. If there are co-chairs, the committee must consist of five members. At least two committee members must be from the student's home department. The committee chair must hold Graduate Faculty status in the department and at least one other member of the committee must hold graduate faculty status.

	Member	Member	Member	Member	Member
Name					
Advisor (need 1)					
Co-Advisor (optional)					
Internal member					
Internal or External member					
External Member (need 1)					

Graduate Faculty Status (Advisor, plus 1)					
---	--	--	--	--	--